



City of Rialto

EMPLOYMENT OPPORTUNITY

UTILITY SERVICE WORKER I

Salary: \$2,478 - \$3,012/Month

Final Filing Date: Thursday April 14, 2005 at 6:00 P.M. A City application is required and may be obtained at Human Resources or online www.rialtoca.gov or by calling (909) 820-2540. Resumes may be attached to the City application but will not be accepted in lieu of a completed City application. Postmarks and faxes will not be accepted.

The Position: The successful candidate is a self-motivated, team player who possesses solid experience in maintenance, repair, and metering of a domestic watering system. The ideal candidate also possesses effective interpersonal skills and a strong desire to provide excellent customer service to a diverse community. The ideal candidate is also detail-oriented and willing to work the necessary hours to accomplish departmental goals, objectives, and required tasks. Under general supervision, essential functions include, but are not limited to: Perform a variety of routine maintenance duties in the installation, maintenance and repair of water distribution or collection systems, sewer collection systems and other related utility services. Perform tasks pertinent to the construction, replacement and repair of water/wastewater mains, manholes, vaults, services, valves, fire hydrants and meters, such as uncovering buried pipelines, cutting pipe, breaking asphalt and concrete surfaces, measuring pipe, painting and numbering hydrants and installing service meters. Operate valves on water lines to isolate leaking sections; assist in repairing leaks or breaks in the distribution or collection system; assist in operating wastewater collection equipment to clear obstructions; replace and repair manholes; assist in locating sewer lines and water lines. Install meter boxes, vaults and residential, commercial, industrial and hydrant meters; replace or repair meters as part of a planned maintenance program. Assemble and set up appropriate barricades and signs at work sites; perform traffic control as needed. Work with and around heavy construction equipment; complete and assist in repair, installation, and construction activities. Answer questions as needed from utility customers; initiate and discontinue utility service as needed. Subject to emergency call-outs. Assist in maintaining and repairing pumps and other equipment related to the lift stations and wastewater treatment plants. Perform related duties and responsibilities as required.

Education, Experience and Requirements: Equivalent to the completion of the twelfth grade; one year of water distribution system maintenance experience; valid CA driver's license and Grade I Water Distribution Certificate (within the first six months of appointment). **Knowledge of:** Operations, services and activities of a water distribution system. Basic operation and maintenance requirements of meters, valves, hydrants and other equipment. Basic principles and practices of water distribution or collection systems. Basic principles, practices, and techniques of utility systems. Basic methods and techniques of general construction, maintenance and repair related to water systems and sewer collection. Occupational hazards and standard safety practices. General departmental policies and regulations. Sanitary standards as applied to water distribution systems. Basic mathematical calculations. Proper techniques and uses of a variety of hand tools and power tools. Pertinent federal, state and City laws, codes and regulations. **Ability to:** Learn to maintain, install and repair water distribution and collection systems as assigned. Learn to perform a variety of skilled construction and maintenance tasks. Learn to install, maintain and repair water meters. Perform manual labor tasks related to assigned responsibilities. Safely and properly operate various tools and light equipment. Interpret and explain City policies and procedures. Understand oral and written instructions. Communicate clearly and concisely, both orally and in writing. Establish and maintain effective working relationships with those contacted in the course of work. Maintain physical condition appropriate to the performance of assigned duties and responsibilities. Maintain effective audio/visual discrimination and perception to the degree necessary for the successful performance of assigned duties.

Selection Process:	Phase I	Application Appraisal
	Phase II	Written Examination
	Phase III	Finalist Interviews

City of Rialto

Incorporated November 17, 1911, THE CITY OF RIALTO covers 28 square miles and currently has a population of approximately 98,000. Citizens enjoy the services of City-owned water, fire, and police departments, as well as community recreation facilities. Rialto provides shopping facilities and ample professional and banking services within an hour drive of Lake Silverwood, Big Bear Lake, Lake Perris and Lake Arrowhead, providing camping, skiing, boating and other recreational activities. Rialto is served by three major freeways, I-10, I-15, and I-215, as well as State Highways 60 and 91.

EMPLOYMENT INFORMATION

HOW TO APPLY: Applications and information may be obtained from the Human Resources Office, 290 W. Rialto Ave., Rialto, CA 92376. Telephone (909) 820-2540. Job Hotline (909) 820-2640. Email request to: hr@rialtoca.gov

APPLICATIONS: Applications must be filled out completely and must clearly show that the minimum qualifications are met. Submitting an incomplete application may result in disqualification. All statements made on the application are subject to investigation and verification. Applications must be filed by the established deadline. Resumes may be attached to the completed application forms, but a resume will not be accepted in lieu of an official application form.

SELECTION: Those applicants who meet the minimum qualifications and appear to be among the best qualified will be selected as candidates for the examination. **Should a qualified individual with disabilities need reasonable accommodation in order to participate in the examination process, the City of Rialto must be notified no later than five working days of the scheduled examination date.** The Immigration Reform & Control Act of 1986, requires that all employers examine specified documents and verify that all employees hired after November 6, 1986, are either United States citizens or aliens legally permitted to work in the United States. Any offer of employment extended to an applicant is contingent upon the applicant providing the appropriate

Documents prior to commencement of employment.

EMERGENCY SERVICE: All City employees are required to perform assigned Emergency Service duties in the event of an emergency or disaster.

EMPLOYMENT STANDARDS: *Employment with Rialto is contingent on meeting the medical standards of the position. An employee must pass a pre-employment physical examination, including a reference and background check, loyalty oath, and complete a one year probationary period. (Safety employees-eighteen months.)*

AGENCY SHOP: *Union dues or service fees are mandatory as a condition of employment for employees who are in classifications which are covered by Agency Shop provisions. Qualified religious objection can be accommodated.*

CITY OPERATING HOURS: Monday through Thursday, 7:00 a.m. to 6:00 p.m., closed every FRIDAY and major holidays.

EMPLOYMENT BENEFITS

VACATION with pay of 11 working days per year is granted the first through fourth years; 15 working days vacation in the fifth through tenth years; one additional day per year after the tenth year, up to a maximum of 20 working days per year.

TWELVE HOLIDAYS are observed each year, plus four floating holidays of employee's choice.

SICK LEAVE is accumulated at the rate of one day per month with no maximum amount of accumulation.

RETIREMENT benefits are provided to City employees by the Public Employee's Retirement System (PERS), at 2% at age 55 formula. The City pays the employee contribution towards PERS.

CAFETERIA PLAN City's contribution to the Cafeteria Plan is \$750.00 to go towards the employee's contributions for Health, Vision, and Dental insurance premiums for each employee of the unit.

HEALTH INSURANCE is offered through PERS with several different plans to choose from and with the City paying a major portion of the premium for employee and dependents.

LIFE INSURANCE provides a \$50,000 double indemnity policy for employee plus dependent coverage (\$5,000 for spouse and \$1,500 for each child over six months; \$500 for each child under six months).

DENTAL INSURANCE is offered to employees by Safeguard with four plans (3 HMO and 1 PPO) and Delta Dental with 2 plans (1 HMO and 1 PPO) to choose from for employee and dependents.

DEFERRED COMPENSATION is available to those employees who wish to supplement their retirement income. Money may be deducted from their checks and placed in a security plan without paying taxes on the amount until it is withdrawn.

MERIT RAISES may be received in the form of salary increases four times within or in four years with the attainment of Satisfactory work performance.

BILINGUAL PAY is paid to employees who successfully pass the bilingual proficiency examination for Spanish (\$37.50 per pay period).

SPORTS CENTER usage has been made available; at no cost, to all employees as set forth in the usage guidelines. The facilities include weight room, racquetball and tennis courts, pool, sauna, and jacuzzi.

NOTE: The provisions of this bulletin do not constitute an expressed or implied contract. Any provision in this bulletin may be modified or revoked without notice.

EQUAL OPPORTUNITY: The City of Rialto does not discriminate on the basis of race, religion, color, sex, age, ancestry, national origin, marital status, or disability. Equal employment opportunity will apply to all personnel actions, including, but not limited to, recruitment, selection, training, transfers, promotions, evaluation, compensation, discipline, layoffs, terminations and rehires.

City of Rialto

Human Resources

150 S. Palm Ave.

Rialto, CA 92376

(909) 820-2540

Job Hotline: (909) 820-2640

Website: www.rialtoca.gov